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Air Resources Board

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Gray Davis
Governor

MEMORANDUM

TO: All Managers and Supervisors

FROM: Cindy Francisco
Safety Coordinator

DATE: June 29, 2001

SUBJECT: SAFETY MEETING IDEAS -- JULY 2001

Suggested issues to discuss during your next meeting are:

1. Emergency Telephone Numbers

If the situation is serious, call **9 - 911**. ARB's IntraNet provides emergency telephone numbers for Sacramento and El Monte by clicking on "Administrative Services," then click on "Safety" and then chose which location from that screen. The emergency numbers are:

Sacramento

Poison Center: 1-800-876-4766
California Highway Patrol non-emergency: (916) 445-2895
Afterhours: (916) 445-2895
1001 I Street, Headquarters Building Security Desk: 9-551-1313.

El Monte

Poison Center 1-800-876-4766
California Highway Patrol non-emergency: (626) 338-1164
After Hours: (323) 669-4402 or (323) 669-4403/669-4404

2. Recording Keeping Updates

With the new fiscal year approaching, make sure your required records are up-to-date. These forms should be maintained in your (the manager's or supervisor's) office files:

- Std. Form 261 "*Authorization to Use Privately Owned Vehicles on State Business*" for employees who use their private car for state business. This is required to be completed annually.
- Defensive Drivers Training Certificate. Employees who drive on state business should take this class every four years. Are they up-to-date?

The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our Website: <http://www.arb.ca.gov>.

California Environmental Protection Agency

- Medical Information. Do you have a list of your employees, their home telephone numbers, addresses, important medical information such as allergies to medication and who to contact in case of emergency? Is this information up-to-date?

3. Comfort At the Computer

Learn more about how to make help your workstation be more comfortable by reading the attached booklet. [*You may obtain a copy of the booklet by contacting Cindy Francisco*].

Document your meeting by using Form HS-1 "Safety Meeting Report" which I have attached for your convenience. This can also be used, if you choose, to route the information to each employee. This record should be kept in your files for one year.